



2024 Call for Small Project Proposals

Guidelines

Summary

The Embassy of Switzerland in Indonesia supports small-scale initiatives by local non-profit organizations and foundations that are active in Indonesia and Timor-Leste, promoting human rights and development.

Goals and Objectives

The Embassy of Switzerland in Indonesia provides financial support to selected small-scale initiatives by local non-profit organizations and foundations promoting human rights and development in Indonesia and Timor-Leste. Projects aligning with the thematic focus areas of the South East Asia Strategy 2023-2026 and/or the human rights priorities outlined in the Guidelines on Human Rights 2021-2024 will be considered for support. These areas include:

- **Protection of Minorities and Vulnerable Groups:** Projects benefiting women and disadvantaged groups (e.g., persons with disabilities, linguistic, religious, and ethnic minorities, migrants, forcibly displaced persons, and children) are encouraged to apply.
- **Freedom of Expression:** Support for the protection and recognition of human rights defenders, media workers, the press, as well as the realization of human rights through peaceful protests and freedom of expression in the digital space. Promote democracy.
- **Abolition of the Death Penalty:** Support organizations and actors working to abolish the death penalty.
- **Prevention of Torture and Ill-Treatment:** Strengthen civil-society actors working to ensure compliance with the ban on torture and support the monitoring of places of detention.

Eligibility

- The call is open to **all non-profit civil society organizations** in Indonesia or Timor-Leste.
- Please note that the following projects cannot be supported:
 - Projects from profit-oriented organizations (e.g., international organizations and government institutions).
 - Projects with religious purposes (although the applying organization or group may have a religious background).
 - Projects solely consisting of material supply.
 - Projects benefiting selected individuals, scholarships or study visits to Switzerland, advisory missions of foreign experts, as well as simple collections, donations, and sponsorships by individuals.
 - The same organization cannot be repeatedly supported.

Funding and Budgeting

- The minimum grant sum is 15,000 CHF.
- The grant will be disbursed in two instalments: 80% after signing the agreement and 20% after approval of the final operational and financial reports.
- A detailed budget proposal must be submitted, justifying all budgeted expenses related to the proposed research activities. The budget proposal must cover the entire project cost, not only the Embassy's share.



- The Embassy can fund up to 80% of the overall project budget, and the project and budget proposals must indicate Switzerland's contribution's share per budget line in relation to the entire project amount.
 - Overhead costs and daily subsistence allowance cannot exceed 20% of the overall project budget.

Application Process

- The application must be submitted online with the following attachments:
- Completed budget proposal.
- Latest annual report.
- Scanned copy of registration and audit reports (compiled into a single PDF form).
- Incomplete applications will not be considered.

Timeline

- Call launch: 16 October 2023.
- Deadline for submission: 30 November 2023.
- Evaluation decision: mid-December 2023.
- Funding decision and signature of contracts: mid-January 2024.
- Project start (earliest): mid-January 2024.
- Project start (latest): early February 2024.
- Latest project end: 31 October 2024.
- Final reports submission: 30 November 2024.
- Review final reports: mid-December 2024.
- Final disbursement: mid-December 2024.
- Project duration: Up to 8 months.

Evaluation and Selection

- Applications will be internally assessed based on:
 - Demonstrated organizational and operational skills.
 - Alignment with thematic focus areas and priorities.
 - Self-sustained, long-term impact.
 - Clearly-defined one-off actions.
 - Defined target groups and project benefits.

Reporting

- Within 20 days of project termination, the organization must submit:
 - Final operational report.
 - Final financial report (identical to the budget proposal) with detailed expenditure lists and original supporting documents (with English translations if needed). Budget deviations exceeding 10% must be justified.

Contact

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